

***Special State Reserve Funds  
for Children with Disabilities***

***Procedures and Instructions***

**2017-2018**

**Contact for additional information and  
submitting applicable Special State Reserve Fund  
forms via postal mail:**

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**SSRF forms** to be completed for submission are included in the list of supporting documents for the Special State Reserve Funds application on the Exceptional Children Division website, located under the Finance and Grants tab.

## Procedures for Requesting and Reverting Special State Reserve Funds

Special State Reserve Funds (SSRF) for children with disabilities are not intended to replace any existing state, federal or local exceptional children funds. **Applications are due within sixty (60) calendar days of a child's enrollment in the LEA via postal mail, not email. May 15, 2018, is the last day** an application will be accepted for processing.

**Basis of Application Approval:** SSRF are available only in the **initial year of enrollment in the LEA** for a child with disabilities.

Note: In the years that follow, a Risk Pool Funds application may be submitted if

- the child continues to need the same level of services; and
- the special education and related services costs meet or exceed three times the per pupil expenditure; and
- the child meets the minimum Risk Pool Funds rubric score.

See the *Risk Pool Funds Procedures and Instructions* for additional information.

A child who was enrolled in the LEA during the previous year may be eligible for SSRF if he/she has experienced a **change in condition**.

- One example of a change in condition:

The child was not identified as an exceptional child, but due to an injury and the completion of the eligibility process, was found eligible by an Individualized Education Program (IEP) Team. As a result of these changes, the child is identified as an exceptional child and has documented high cost needs that the LEA was not financially prepared to address.

**Approval** is based on the documented high cost needs of the child with disabilities presented, availability of funds, and the number of applications received by the Exceptional Children Division. Only the IEP Team can ascertain if there should be changes in the child's IEP. Examples of documentation include the child's IEP that states the need for specific supports, services or equipment, assessment summaries and recommendations for services and/or equipment, physician letter or other type of medical documentation.

SSRF are child specific grant dollars; therefore, **personnel** whose salaries are funded with SSRF can work only with the child who is named in the SSRF application (one child per application). If the child withdraws from the LEA, personnel funded with SSRF can no longer be supported with those funds. The maximum period of employment for personnel salaries funded via an approved SSRF application is the ten (10) calendar months for the LEA receiving the funding. Entry-level salaries noted in the current state salary schedule are to be used when requesting personnel funds. Locally provided benefits and supplements are not fundable expenditures. Policies regarding personnel also apply to **contracted persons**. Contractor compensation fund requests are not to exceed the portion of the contractual compensation amount for the services provided to the child named in the application.

**Equipment** requests must include a copy of the relevant evaluation(s) (i.e., PT, OT, SLP, Assistive Technology, etc.) and the IEP to justify the need for the child. An invoice or official itemized quote from the vendor that includes items needed and prices must also be submitted with the application. Any equipment purchased for a child with SSR funds must accompany the child if the child transfers to another LEA in North Carolina. If the child moves out of North Carolina, the equipment remains with the LEA.

**Funding requests** must take into account the projected actual costs of the child's needs. Considerations include personnel benefits, the need for substitute personnel, and the child's historical attendance (frequent absences decrease costs of some services). When costs are overestimated, the number of children state-wide who benefit from grant funds decreases, resulting in children who are denied funding due to lack of funds. As the school year progresses and it is calculated that funds will be remaining, a *Special State Reversion Form*, SSRF-3, is to be completed for submission. See "Reverting Funds" for more information.

**Approval notification** will be provided via a letter, sent by postal mail, to the Exceptional Children Program Director/Coordinator. The letter will state the exact amount allocated and how the allocated funds can be spent. These funds are child specific and can only be used as specified in the approval letter.

**Denial of request:** All requests will be reviewed by the Exceptional Children Division. If the request is denied, the LEA will be notified via a letter, sent by postal mail, to the Exceptional Children Program Director/Coordinator indicating the reason for denial.

**Child Ineligibility:** A child will be considered ineligible for SSRF if any of the following apply to the child and LEA:

- Enrolled for more than sixty (60) calendar days (application must be postmarked within the 60 days).
- Received **any** of the following funds in the previous school year:
  - Special State Reserve Funds (PRC 063)
  - Average Daily Membership (ADM)
  - State Exceptional Children Funds
  - Behavioral Support Funds (PRC 029)
  - Out-of-District Funds
  - Federal IDEA, Part B, 611/619
  - Risk Pool Program Funds (PRC 114)
  - Group/Foster Home Funds (PRC 060 & 032)
  - Developmental Day Funds (PRC 063)
  - Community Residential Funds (PRC 063)

**Amendment of Requests:** If amendments are needed in a child's original application, or there is a need to utilize these funds differently, the LEA must notify the Exceptional Children Division in writing via electronic or postal mail. The Exceptional Children Division will approve or deny the requested amendments or the changes in the utilization of the approved funds via electronic mail. The email message must be printed and attached to the LEA's copy of the application to serve as documentation of the approved or denied changes.

**Withdrawals or changes in services:** The Exceptional Children Division must be notified of any change in the child's status, eligible required services, or withdrawal of child in writing no later than **ten (10) calendar days** after the child has withdrawn. For children who have withdrawn or who are no longer eligible as per the decisions of the IEP Team, a completed SSRF-2 *End of-of Year Update Form* is to be submitted. Unless approved by the Exceptional Children Division, funds cannot be used for another child or for a child's application that was not funded due to unavailability of funds (all funds were allocated).

**Reverting SSR Funds:** Any unused funds must be returned using the *Special State Reserve Reversion Form* (SSRF-3). SSRF may revert for various reasons. Several examples follow:

- (a) The child approved for funds no longer needs the services designated on the application (i.e., child withdraws/ leaves the LEA).
- (b) The child no longer needs the level of services specified in the initial application (i.e., full-time 1:1 to half-time).
- (c) The IEP Team determines the child no longer qualifies for services.
- (d) The funds were allocated for a specific starting date and the child was not in place, or the child had many absences and a contractor invoiced only for days the child was present.

**By reverting funds during the school year, funds can be reallocated to benefit a child whose application was previously denied due to lack of funds.**

## Instructions for Completing the Special State Reserve Funds Application (SSRF-1)

The application is in a fillable Microsoft Word format. Navigate between fields using the tab key or mouse click. The completed application must be printed, signed, and a copy with original signatures submitted via postal mail, postmarked within sixty (60) calendar days of the child's enrollment in the school system.

### PART I: LEA Information

**Enter** the LEA name and the LEA number.

**Select** Region name from the drop-down list.

**Enter** EC Director Information.

### PART II: Child's Information

**Enter** the child's name, date of birth, and NC Student ID (PowerSchool number).

**Select** check box for gender.

**Select** the following from corresponding drop-down lists: ethnicity, disability, and IEP current placement.

**Enter** the date the application is completed.

**Enter** the date the child officially enrolled in the LEA

- **PowerSchool enrollment/transfer record must accompany the application** to support date of official enrollment.

**Enter** the name of the school system the child last attended.

**Select** "Yes" or "No" check boxes to answer question about Change in Condition (see page 2 for more information).

- If "Yes," attach documentation supporting/describing the change (examples of documentation may include DEC3, DEC4, and/or DEC5).

### PART III: Child's Needs and Services

**Select** "Yes" or "No" check boxes to answer question regarding documentation of the child's needs for which funds are being requested

If "Yes," attach supporting documentation (examples of documentation may include IEP program participation, IEP service delivery and other appropriate supporting documentation demonstrating the child's high needs).

**Answer** the three narrative questions; the space will expand as characters are entered into the field provided.

### PART IV: Materials/Equipment Request

**Select** a "Yes" or "No" check box to answer question regarding the child's supplemental aids and/or assistive technology.

**Select** a "Yes" or "No" check box to answer question regarding the request for assistive technology or equipment requested. If "Yes," provide required copy/copies of the relevant evaluation(s) (i.e., PT, OT, SLP, Assistive Technology, etc.) and the IEP to justify the needs of the child. An itemized list of the materials, including prices and vendors, must be submitted with the application.

### PART V: Personnel Request - Needs checked in this section must be included in Part III.

**Select** a "Yes" or "No" check box for each question.

- When checking "Yes" also make selection from drop-down list if one is provided.
- Provide narrative when additional information is requested or needed (200-character limit).

## Part VI: Funds Requested

**Request must correspond** with needs presented in Part III to Part V.

- LEAs must take into account the projected actual costs of the child's needs. Considerations include personnel benefits, the need for substitute personnel and the child's historical attendance (frequent absences decrease costs of some services).
- Allowable expenditures may be found in the *Uniform Chart of Accounts, Children with Disabilities* (PRC 063 for traditional LEAs and PRC 036 for Charter Schools) (<http://www.ncpublicschools.org/fbs/>).
- Entry-level salaries noted in the current state salary schedule are to be used.
  - If the LEA has determined that **only** an experienced person can meet the needs of the child, an explanation must be provided when describing the child's needs in Part III.

**To enter data in the table**, use the tab key between fields.

- Enter the budget code for which funds are requested (example: 01.5210.063.211).
- Enter a description of the request (example: personal assistant social security expenses).
- Provide the exact amount of funds requested.
- Total funds requested and enter total in gray box.

## Part VII: Certification

By signing the application with original signatures, the Superintendent, Finance Officer, and Exceptional Children Director/Coordinator are acknowledging and certifying the following:

1. A *Special State Reserve Funds End-of-Year Update* (SSRF-2) is required from all LEAs/Charter Schools receiving Special State Reserve Funds to provide a detailed update on the child's status. Failure to submit the End-of-Year Update will prevent the LEA's participation in Special State Reserve funding for 2018 – 2019.
  - If a child's status has changed (i.e., the child is no longer enrolled or services are no longer needed), the SSRF-2 is to be submitted no later than ten (10) calendar days after the change.
  - For children who are enrolled through the end of the school year, the SSRF-2 is due postmarked on or before June 30, 2018.
2. The services requested are needed to provide appropriate special education services for the child named in the application.
3. The LEA has committed available funds to provide appropriate special education and related services to the child listed in the application. Special State Reserve Funds (SSRF) are not intended to replace any existing state, federal or local exceptional children funds. These additional funds will be used only for the child named in this application.
4. All unspent and contractually uncommitted available funds will be returned to the School Allotment Section immediately after it has been determined that funds will not be used as proposed using the *Special State Reserve Funds Reversion Form* (SSRF-3).

### Reference III

## Instructions for Completing the Special State Reserve Funds End-of-Year Update (SSRF-2)

The form is in a fillable Microsoft Word format. Navigate between fields using the tab key or mouse click.

A *Special State Reserve Funds End-of-Year Update* (SSRF-2) is required from all LEAs receiving Special State Reserve Funds to provide a detailed update on the child's status. Failure to submit the End-of-Year Update will prevent participation in Special State Reserve Funding for 2018 – 2019.

- **During the school year when a child's status changes** (i.e., a child is no longer enrolled or services are no longer needed), the form is completed **no later than ten (10) calendar days after the change**.
- For a **child who is enrolled through the end of the year**, this form is completed at the end of the school year with a **due postmarked on or before June 30, 2018**.

### PART I: LEA Information

**Enter** the date the form is completed, located above and to the right of the LEA Information box.

**Enter** the LEA name and the LEA number.

**Select** Region Name from the drop-down list.

**Enter** EC Director Information.

### PART II: Child's Information

**Enter** the child's name, date of birth, and NC Student ID (PowerSchool number).

**Select** the following from corresponding drop-down lists: disability and IEP current placement.

**Enter** the amount of funds allocated; this would be the funds the LEA received. It is noted on the approval letter mailed to the LEA.

**Enter** the amount of funds utilized; use the LEA's financial records to calculate the approved expenditures for the child.

**Note:** If all funds were not used, also complete a Special State Reserve Funds Reversion Form (SSRF-3).

**Select** "Yes" or "No" check boxes to answer question whether the child is currently enrolled.

- If "No," enter the withdrawal date and complete only the "Child Update" section.
- If "Yes," complete the "Child Update" section and answer the two questions.

### PART III: Required Signatures

Original signatures are required from the Superintendent, Exceptional Children Program Director/Coordinator, and Finance Officer prior to submitting via postal mail.

## Instructions for Completing the Special State Reserve Funds Reversion Form (SSRF-3)

The form is in a fillable Microsoft Word format. Navigate between fields using the tab key or mouse click.

If all or a portion of Special State Reserve Funds allocated to a child are not needed, the funds must be reverted. A reversion form can be completed at any time during the year when it is realized funds will not be utilized. The reversion process allows for other children who may have been denied funds due to funding availability to receive funding. In other words, funds that are reverted can be reallocated to help another child.

- **During the school year when a child's status changes** (i.e., the child is no longer enrolled or services are no longer needed), the SSRF-3 is completed **no later than ten (10) calendar days after the change.**
- For a **child who is enrolled through the end of the year**, the SSRF-3 is typically submitted with the *Special State Reserve Funds End-of-Year Update* (SSRF-2), **due postmarked on or before June 30, 2018.**

### PART I: LEA Information

**Enter** the date the form is completed, located above and to the right of the LEA Information box.

**Enter** the LEA name and the LEA number.

**Select** Region name from the drop-down list.

**Enter** EC Director/Coordinator Information.

### PART II: Child's Information

**Enter** the child's name, date of birth, and NC Student ID (PowerSchool number).

**Select** the following from corresponding drop-down lists: disability and IEP current placement.

**Enter** on Line 1 the amount of funds allocated; this would be the funds the LEA received. It is noted on the approval letter mailed to the LEA.

**Enter on Line 2** the amount of funds utilized; use the LEA's financial records to calculate the approved expenditures for the child.

**Calculate** Line 1 minus Line 2.

**Enter** the amount on Line 3. This is the amount to be reverted.

### PART III: Required Signatures

Original signatures are required from the Superintendent, Exceptional Children's Program Director/Coordinator, and Finance Officer prior to submitting via postal mail.